CONFIDENTIAL

21 September 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM: [   ] Chairman   25X1

SUBJECT: Minutes of 15 September 1983 Working Group Meeting

   1. The Information Services Planning Working Group met on Friday, 15   25X1
September 1983. Participants included [   ]   25X1
[   ]
[   ] Monitoring the meeting was   25X1
[   ]

   2. [   ] convened the meeting, asking for corrections to the   25X1
minutes of the 26 August meeting. [   ] noted that he had attended   25X1
that meeting but was not included in the list of participants. [   ]   25X1

   3. The group discussed [   ] memo of 12 September, which   25X1
suggested we develop a planning methodology based on that described by Larry
E. Long in his book, Design and Strategy for Corporate Information
Services. The group agreed with this approach, and [   ] offered   25X1
to obtain copies of the book for the members. (The books arrived on 19
September. Thanks, Nancy!) [   ]   25X1

   4. The group agreed to form two subgroups to hasten work on a planning
methodology and its implementation. [   ]   25X1
[   ] comprise the Methodology Subgroup. Nancy   25X1
[   ] comprise the Implementation   25X1
Subgroup. The remaining working group members will focus on identifying
planning issues. [   ]   25X1

                                                                                 25X1

5. The group also agreed on the following schedule for deliverables to the ISB:

o   Complete a planning methodology by 15 October.

o   Complete an implementation strategy by 15 November.

o   Formally present alternatives and recommendations to the ISB by 15 December.

will inform the ISB of our schedule before their 6 October meeting.

6. The Methodology Subgroup will meet prior to our next working group meeting to discuss the problems we are addressing and outline a methodology. In the meanwhile, everyone should take a quick look at the Long book and see how much of his methodology is appropriate for our needs.

7. The next meeting of the working group is scheduled for Thursday, 29 September 1983, at 1330 hours in Room 4E05 Headquarters. The agenda for that meeting, which is scheduled for 90 minutes, is as follows:

o   Approve the minutes of the previous meeting.

o   Take care of any old business.

o   Discuss the problems that planning will address.

o   Discuss the Long planning methodology.

O/Compt/IH   (21 Sep 83)